

CHIEF FIRE TRAINING OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses position(s) in the support services of the fire department, the major duties of which are supervising and coordinating all training activities for the department, both those conducted by the department and those scheduled outside the department. Employees of this class are responsible for overseeing the work of subordinate training personnel and for supervising all other department employees when they are assigned to participate in training. The chief fire training officer sees that all necessary records and reports are produced and maintained, orders supplies and equipment for the division, assists the department head in preparing the budget by supplying information from the division, as well as personally conducting training classes and drills. Work is normally accomplished independently with advice from and review by the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules training for all department personnel; coordinates the movement of fire companies to and from all training activities; schedules schools and training courses outside the department for all department members; responds to fires to make notes and photographs for use in training; makes recommendations for improvements in the training program;

Keeps records and writes reports as required by the department head; files records and reports; reviews records and reports produced by subordinate training personnel; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program;

Orders all supplies and equipment used in the training program and keeps records of such;

Assists in the preparations of the annual fire department

budget;

Supervises all subordinate training division personnel and clerical personnel assigned to the training division;

Plans and/or carries out a recruitment program for the department;

Conducts training classes and drills; prepares, administers, and grades training tests; prepares lesson plans and training material;

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment; maintains a library of training materials;

Gives, or assigns subordinates to give, talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organizations, etc.; assists other departments or agencies in their training programs;

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of Fire

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	12-13-01
	03-22-06
	04-17-09

Training Officer immediately preceding the closing date for application to the board.

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